

Senior Administrative Analyst (Accounting Systems) Vacancy #244

Salary Range	\$5576-6727
Final File Date	Open Until Filled
Division	Fiscal Services Division, Fiscal Systems Unit
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full Time
Number of Positions	One
Questions?	Contact Tanishia Hodge at 916-322-1948, thodge@calhfa.ca.gov California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Eligibility	<p>State Employees: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list.</p> <p>Non-State Employees: To be considered for this vacancy, you must have established eligibility. Eligibility is established by competing successfully in an appropriate exam. Often, exams are not offered at the same time as job opportunities. Your first step in getting a job with the state will be to establish list eligibility by competing in an exam. We post our exams on our web site's exam page http://www.calhfa.ca.gov/about/employment/exams.htm and on the State Personnel Board's web site.</p> <p>To learn more about exams, how to get a job with the state, and the state's hiring process in general, visit the State Personnel Board's web site at http://www.spb.ca.gov/jobs/faq/non_state_employee_information.htm</p> <p>STATE YOUR ELIGIBILITY FOR THIS VACANCY IN SECTION 12 OF YOUR APPLICATION – YOUR APPLICATION MATERIAL MAY NOT BE CONSIDERED WITHOUT THIS INFORMATION.</p> <p>SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.</p>
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's web site at www.spb.ca.gov or by contacting CalHFA.</p> <p>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #244, SENIOR ADMINISTRATIVE ANALYST (ACCOUNTING SYSTEMS).</p>
<p>Duties</p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>Under the general direction of the Deputy Comptroller, the incumbent supervises the staff of the Fiscal Systems unit. Typical duties include planning, organizing, directing, and evaluating the work of analysts and others within the Fiscal Services Division, involved in modifications or enhancements to new and existing accounting systems. Coordinates with the Fiscal Services Project team to implement upgraded technology, particularly in the areas of General Ledger, Cash Receipts, Cash Disbursements, MRS, and Strategy, etc. Works closely with IT staff throughout the design, programming, testing and implementation phases of each new system implementation project, and is the lead representative for the Fiscal Services Division in all matters related to automated accounting systems. Duties include:</p> <p><u>Essential Functions:</u></p> <p>25% Plans, organizes and directs all activities of the Fiscal Systems Unit. Instructs staff on more difficult technical problems arising in their areas of responsibility. Identifies staff and training needs, evaluates performance of staff and makes or recommends appropriate actions. Works with supervisors of other units within Fiscal Services to review, modify, and then implement changes to existing automated accounting systems. Works on the most complex research and analysis and will ensure that any automation project related to fiscal services meets all work processing requirements as well as security and control mandates. Keeps abreast of generally accepted accounting principles (GAAP) and accounting for Public Service Enterprise Funds, as well as the latest applications and IT platforms for the purpose of implementing</p>

	<p>and enhancing accounting systems. Also, keeps up with industry standard best practices and emerging technology relative to financial and accounting software/systems, along with knowledge of Project Management and Software Development Life Cycle (SDLC). Reviews all division IT Requests for relevancy and completeness prior to submission to IT.</p>
25%	<p>Responsible for working with Fiscal Services Unit supervisors and analysts regarding Fiscal Services processing needs, and for representing the Fiscal Services Division on various special projects and task forces comprised of other members of the Agency. Performs as the liaison, or acts as the lead “system expert” for Fiscal Services’ systems, and as such, when there are changes that may impact other divisions’ systems, participates in the discussions, does research, and analyzes potential impacts. Represents Fiscal Services at meetings with other divisions of the Agency related to accounting systems and any interfaces with our systems. Understands and communicates the most technical and complex aspects of the Fiscal Services Division’s accounting systems to IT and acts as a liaison between the two divisions. In cooperation with IT, coordinates upgrades in hardware—PCs, printers, monitors, etc. for the Fiscal Services Division. Shall be the designated IT Liaison and attend the IT Liaison Group Meetings and provide division input for Agency-wide IT issues.</p>
20%	<p>Assists in preparing SOW, RFIs or RFPs by providing final review and comment and provides background information of the Agency’s current accounting systems for developing future IT solutions. Conducts studies or assists consultants in defining user requirements for new accounting systems or upgrades. Identifies required system enhancements and helps to write desired deliverables that will result from selecting a proposed course of action or proposed software packages. Evaluates proposals and makes recommendations for the acquisition and implementation of new accounting software or other types of upgrades for the Fiscal Services Division. Coordinates all automation projects in the division and is responsible for implementation of new procedures and systems. Monitors the administration of consultant contracts to ensure deadlines are met at the approved budgeted amounts. Acts as a consultant to other divisions concerning the installation of new procedures and/or system modifications as a result of any new programs or new legislation.</p>
10%	<p>Keeps abreast of industry changes related to accounting promulgated by the Governmental Accounting Standards Board (GASB) as well as bond accounting and loan accounting. Develops, maintains, and updates detailed, written accounting processes and procedures, which carry out the Fiscal Services Division policy and that will comply with GAAP and state reporting requirements. Works with staff analysts and staff from the other Fiscal Services units to establish written policies, procedures and manuals for the business processes of the Fiscal Services Division as well as procedures and/or training that division staff will need to properly utilize any new or existing system.</p>
10%	<p>Encourages and promotes education and training among the staff analysts in various software methods and applications. Coordinates the creation of reports (ad hoc and system-generated) for the use of Fiscal Services and other divisions. For any new accounting systems, assists consultants in providing training and material to Fiscal Services staff and follows up to track the effectiveness of the training. Works with IT to develop and maintain a Fiscal Services Intranet Web Site for access to all Divisions. Oversees the establishment and maintenance of BofA Direct Templates for wiring funds.</p>
5%	<p>Collaborates with the Deputy Comptroller in setting goals, objectives and developing accounting policy as it relates to the installation and maintenance of accounting systems. Advises management of areas where automation applications need revision or perhaps need to be redesigned. Manages existing contracts with software vendors, application services providers and consultants that are not specifically managed by the IT Division.</p>
	<p><u>Marginal Functions:</u></p>
5%	<p>May take training, attend staff meetings, attend conferences, handle special projects, and perform other duties as required.</p>